

Library of California

CALIFORNIA STATE LIBRARY

Library of California Request for Expression of Interest and Qualifications Environmental Information Project

January 10, 2000

I. INTRODUCTION

A. Background

The Library Services and Technology (LSTA) project, Access to Environmental Information Project (EIP), is a cooperative Internet web site venture of the California State Library (CSL) with the California Digital Library (CDL). Goals for the demonstration project were:

- 1) to show the economic and intellectual benefits that can accrue through collaboration between the CSL and CDL and
- 2) to explore the technological, organizational, and financial infrastructure issues involved in delivering electronic content through the CDL to participants in the Library of California.

The California Digital Library: Library of California Access to Environmental Information Project (EIP) began in March 1998. An Advisory Board assists CDL staff in managing and evaluating the project.

The EIP web site (www.eip.cdlib.org) currently provides access to selected, authoritative web sites on the Internet, University of California collections, environmental information contained in a licensed database, *Cambridge Scientific Abstracts Environmental Sciences and Pollution Management Database and Environmental Routenet*. There are also four digitized University of California collections with content relevant to environmental studies. These are the UC Davis Institute of Transportation Studies reports, the UCLA Urban Planning Department research reports, the UCLA Biomedical Library Donald Ryder Dickey collection, and the UC Santa Barbara Library California Environmental documents.

This environmental information web site is currently available to thirty-three multitype libraries in LoC planning regions II (S.F. Bay Area), III (San Joaquin

Valley) and V (San Diego/Inland Empire). The expectation is that the web site can be expanded to serve a statewide audience, possibly without the licensed database, or with the licensed database as a local option at local cost.

During a second year of LSTA funding EIP project focus shifted from development of the demonstration site to evaluating costs and benefits of this cooperative project. Along with the evaluation efforts, technical improvements were made to the site, Internet links were maintained and additional content was added. Usage data was compiled and negotiations were made with the vendor of the licensed database to determine consortial pricing for California libraries interested in access to the database after the end of the project. Library staff members with responsibility for EIP implementation at participating libraries were contacted and their feedback was used to prepare the final project report. Copies of the evaluation are attached.

To support the Library of California Board decision regarding future operational support for EIP, the State Library is now seeking expressions of interest from libraries and/or other organizations in hosting the EIP web site and managing the electronic content.

B. General Approach

The goals of the program, into the future, are:

- Determine the costs and benefits that accrue from LoC adoption of the EIP project as a component of its licensed database program and
- Explore the technological, organizational, and financial infrastructure issues involved in delivering electronic content to participants in the LoC.
- Evaluate the usefulness of a topical electronic information database for LoC participants.

Statement of work:

The initial activities will be to relocate the web site from the California Digital Library in Oakland to the host site. Ideally, the new host site would already have hardware and software to support the web site. However, some hardware and software may need to be purchased prior to relocation.

Concurrent with the relocation of the EIP site, analysis must be completed by the host site and LoC staff to determine whether the Cambridge database will continue as an integral part of the program, or whether it will be available as an option for some project participants. It is unlikely that state funding will be available to support a statewide Cambridge license.

The host site will be responsible to maintain the current site links and to add new resources to the web site. A collection development policy will be developed and

approved by an advisory board to be chosen by the host. Access to the website will be encouraged on a statewide basis.

An evaluation program must be developed and implemented by the host organization or its consultant to demonstrate the effectiveness of the website. The evaluation will include both objective and subjective components showing how frequently the site is used, key issues of interest, and patron satisfaction. Elements of the evaluation program may be derived from the CDL evaluation of the LSTA project.

Assumptions:

Institutions interested in hosting the web site should be aware of the following set of assumptions:

- Host organization will be able to provide sufficient telecommunications access, floor space, security, and technical staff to adequately install and maintain the hardware and software resources required by the project.
- If hardware and software are not already available at host the site, the Library of California may underwrite the costs of purchasing and installing the hardware and software. General specifications are described elsewhere in this document.
- That sufficient software expertise is available in the applications used by the site. If this expertise is not available an additional training cost should be factored into the budget.
- That sufficient expertise in the subject area of environmental information is available from staff.
- That an Advisory Board will continue to provide policy and management support for project managers.
- The evaluation component will determine the degree to which original program goals and objectives have been accomplished. It should include
 - measurement of the value of the program to the user
 - measurement of the extent of use of the resource
 - surveys, focus groups and site visits to participating libraries
 - recommend actions for refinements and modifications

Estimated Personnel requirements and staff training:

- Environmental Librarian (.5 FTE): Responsible for maintaining links to Internet web sites and identifying and adding relevant content. While it is not mandatory that the librarian be on-site, it would be helpful if the librarian were in the same region as the site, preferably not more than 1-2 hours away by car. If the librarian is further away, additional costs for travel and related expenses must be included.
- Design Coordinator (.25 FTE): Responsible for regularly checking and updating links, establishing standards for content, and for improving the EIP web site in response to feedback from users and the Advisory Board.

- Help Desk Staff (.2 FTE): Responsible for answering calls from the participating sites regarding access to web site materials.
- Project Coordinator (.25 FTE): Responsible for assuring that project actions are performed in the time sequence outlined above. Serves as liaison to the Advisory Board and to project staff and consultants.
- Evaluation (Consultant or local staff): Responsible for operations and outcomes evaluation reports. Works with program team and advisory board to align evaluation process with goals of the project and to incorporate evaluation instruments into program activities.

Current hardware/software environment:

The technical environment supporting the Environmental Information Project consists of a number of standard components tied together with a series of locally developed PERL scripts. Components include:

Server:	Sun Ultra SPARC server with one CPU running Solaris 2.6.1
Disk Space	2 Gigabytes
Web Server	Netscape Web Server Version 3.6.1
Search Engine	ISITE for search sites and image collections. (http://www.cnidr.org/ir/isite.html)
Data Base of Web Sites	FileMaker Pro 4.0 database running on NT Server
Statistics:	Access Watch (http://accesswatch.com/) Extreme Tracking (http://www.extreme-dm.com/tracking)
Scripting:	Locally developed PERL 5 scripts.

The EIP system redirects users from participant locations for a pass through to *Cambridge Scientific Abstracts Environmental Sciences and Pollution Management Database and Environmental Routenet*. Cambridge access is via standalone locally developed IP address filtering or user ID and Password system.

The EIP system also provides access to electronic resources digitized by four University of California sites. PERL scripts were created to display metadata. Images from 3 participants are kept on the CDL Server and the remaining images are stored at one campus.

II. SUBMISSION OF INTEREST and QUALIFICATIONS

The State Library is interested in receiving expression of interest and comments relating to this proposal. Preliminary proposals must focus on how the existing web site would be implemented and the qualifications and experience of members of the team proposed to work on the program. Please include the following information:

- 1) A one page executive summary of the approach and tasks proposed for establishing and maintaining a new host for the program.
- 2) No more than seven pages describing the technical and programmatic approaches to the program.
- 3) A budget estimate for the costs of transferring the program to a new host and first year maintenance costs. Attachment A provides cost estimate information we received during the project evaluation. Please review that as a guide and then provide your own specific budget for your and transfer and 12 month maintenance of this program. Attachment B provides a basic format for your budget presentation.
- 4) An outline of the proposed structure of the project team. Include a list of endorsing officials and indicate the reporting relationships of the team to the existing organization.
- 5) An estimate of the amount of time it will take to complete a formal, detailed proposal and the latest date of contract award that will allow work to start April 1, 2000.
- 6) Names, mail addresses, e-mail addresses, phone and facsimile numbers for a point of contact and a person authorized to execute any resulting agreement.

Please address responses to:

Joyce Walker
Library Development Services
California State Library
PO BOX 942837
Sacramento CA 94237-0001

Please provide two copies of all proposals and a 3.5" floppy disk with a copy in Microsoft Word or RTF (Rich Text Format). The last day for receipt of submissions is 4 P.M. January 31, 2000.

For proposal questions contact Ira Bray (ibray@library.ca.gov), 916-653-0171.

ATTACHMENT A

The estimated cost for establishing the Environmental Information Project (EIP) is based on the mid-range model in the CDL Environmental Information Project --California Digital Library Technologies Report, September 10, 1999:

EIP Continuation Costs			
Mid-Range Model / 20-50 participants		12 month cost	One time cost
Staffing			
Project Coordinator	.25 FTE	\$22,750	
Development			
Technical Staff	.50 FTE	\$32,500	
Librarian	.25 FTE	\$11,375	
Maintenance			
Technical Staff	.20 FTE	\$13,000	
Librarian	.25 FTE	\$11,375	
Operating			
Telecommunications (Share T-1)	\$500 mo.	\$6,000	
Co-Hosting	\$200 mo.	\$2,400	
Consumables		\$600	
Travel & Expenses(Incl. Advisory Board)		\$5,000	
Evaluation		\$20,000	
Hardware/Software			
One Time			\$20,000
Maintenance		\$1,500	
Migration Costs			\$5,000
SUBTOTAL		\$126,500	\$25,000
Fiscal Agent Fee		\$12,650	\$2,500
TOTAL 1 YEAR- COST		\$139,150	\$27,500
TOTAL COST for 1st 15 months		\$201,438	
April 1, 2000 - June 30, 2001			
(((\$139,150*1.25) + \$27,500)			

ATTACHMENT B

EIP Continuation Costs

Mid-Range Model / 20-50 participants		12 month cost	One time cost
Staffing			
Operating			
Evaluation			
Hardware/Software			
SUBTOTAL			
Fiscal Agent Fee (10%)			
TOTAL 1 YEAR- COST			
TOTAL COST for 1st 15 months			
April 1, 2000 - June 30, 2001			
((\$ *1.25) + \$)			